Notes for printing 3 column matrix

DISCLAIMER: Please verify that the primary debtor, co-debtor and all parties are listed.

Error in the creditor matrix concerning the primary debtor in MS Word has been corrected.

Requirements:
> Avery label 5160
> create a directory, called c:\INSB

NOTE: Creditors for each case are updated each night

Internet Explorer version 5.5 requires a patch for the instructions to work.
> See http://support.microsoft.com/default.aspx?scid=kp%3Ben-us%3B279667

GO to http://www.insb.uscourts.gov/CreditorMatrix.asp   WordPerfect users download WPcredtr.frm.
Microsoft Word users download WORDmerg.doc.

A. Access our website at pacer.insb.uscourts.gov.

- enter the legal case number in the case number field, e.g., 02-00123
    - on the right hand side of the case number field click on the carat (by cover sheet)
- choose "creditor search form"
- click "search" by the case number you entered
- click "advanced" on the menu
- at the Advanced Creditor Search screen scroll down to bottom of the screen and click "return output as a comma-delimited text file"
- click "search"
- at the File Download window click "save"
- save in C:\INSB **with** txt extension, e.g., 10200123.txt
- click "save" when download is complete
- click "close"

B. Access **Word Perfect**

1. open file "WPcredtr.frm"
2. select "merge" on the merge bar
    may appear: "invalid drive/path specification"   >   click "OK"
   The following *may* appear in different versions of WordPerfect
3. select convert file format - click "inverted carat" to the right of ANSI windows text
4. choose "ASCII (DOS) delimited text"
5. press "OK"
6. form document will be: "current document"
7. output will be: "new document"
8. data source: >   click on the "right hand of the folder button"
* 9. select "c: drive";   "INSB" subdirectory
10. file type select "all files"

11. highlight "filename", e.g., 10200123.txt
12. click "select"

The following *may* appear:

13. select convert file format - click "inverted carat to the right of ANSI windows text"
14. choose "ASCII (DOS) delimited text"
15. click "OK"

16. "Merge"
17. load Avery label into printer

Your three-column matrix appears with the case number, judge and chapter on the top line for each creditor. From the menu click:
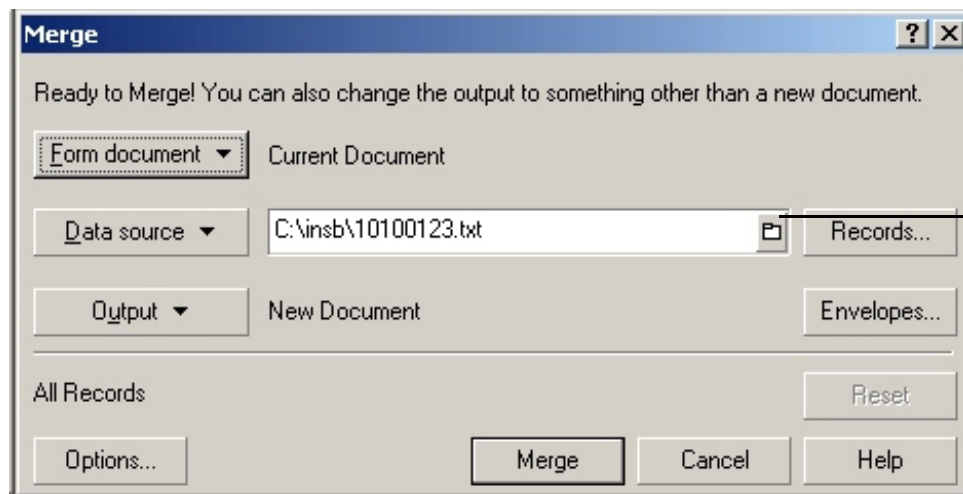
18. "file"   >   "print"   >   "print"
19. "file"   >   "close"
20. Do you want to save the changes to filename?   >   click "NO"

IF you have additional cases to print; complete steps 2 through 20 again

At completion from the menu click:
21. "file"   >   "close"
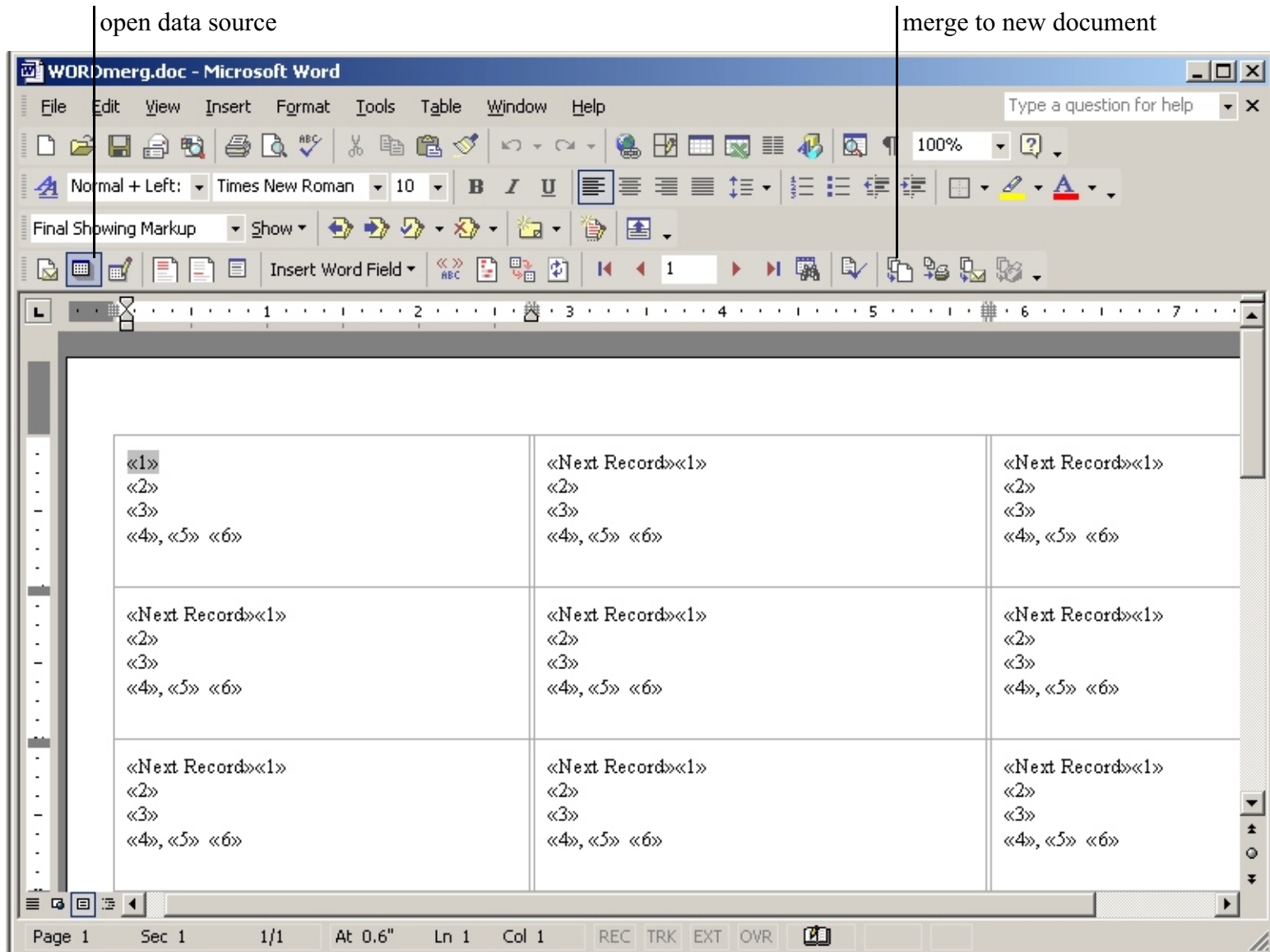22. save the changes to WPcredtr.frm?   >   click "NO"

*   if there is more than 1 matrix being converted per session the default will remain as C:\INSB

Click here

C. Or access **<u>Word</u>**

on the menu bar select:

"view"   >   "tool bars"   >   click   "mail merge"

1. open file WORDmerg.doc
2. click icon "open data source"

open data source   merge to new document

3. open file saved in c:\insb, e.g., 10100123.txt
4. click icon "merge to new document"

5. Merge to New Document window appears   click "OK"

Your three-column matrix appears with the case number, judge and chapter on the top line for each creditor.

From the menu click:

      6. load Avery label into printer
      7. "file"   >   "print"   >   click "OK"
      8. "file"   >   "close"
      9. Do you want to save the changes to filename?   >   click "NO"

IF you have additional cases to print; complete steps 2 through 9 again.

      At completion
      10. "file"   >   "close"
      11. Do you want to save the changes to WORDmerg.doc?   >   click "NO"